



Stevens Memorial Library
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Summary of Stevens Memorial Library Board of Trustees Meeting

February 4, 2014

Present: Paula Dowd, Margaret Donovan, Paula St. Laurent Kuehl, Debra Mercier, Mary Kate Romano, Joseph von Deck, and Cheryl Paul Bradley

Meeting stated at 4:13 P.M.

Paula Dowd called the meeting to order.

The Trustees read the minutes of January 14th.

Joe made a motion to accept the meeting minutes of December 3, 2013, December 10, 2013, December 13, 2013, and January 14, 2014 with amendment made to January 14th's minutes.

Paula Kuehl seconded the motion. All were in favor.

Paula Dowd asked Cheryl if the Library had instituted the can goods for fines policy.

Cheryl stated that it had and she had spoken to the person responsible for the food pantries. She went on to say that that person was very appreciative.

Cheryl also stated that the Library had done some publicity for the new policy.

Paula Dowd stated that any information going out about the Library was to go through her.

Paula Dowd stated that she had received, in email form, a response from Doug Briggs in regard to the Board's letter of January 21st. She went on to say that he disagreed with the Board and would not issue a check for Cheryl's time from FY13.

Paula Dowd stated that Cheryl should plan her time off.

Paula Kuehl asked if this money was being taken out of FY 14 budget or if the money not used from last year would cover Cheryl's absence.

Cheryl stated that the money would come out of FY 14 because the Town does not carry money over. Any money left at the end of a fiscal year is transfer to the general fund.

Paula Kuehl stated that she had done the math on Cheryl having to take the time instead of the Town issuing a check to her. The financial impact of this would be absurd. First, the Town would be paying Cheryl at FY 14 wages not FY13. Second, a sub would cost \$10.00 to \$15.00 per hour. Finally, most of Cheryl's day to day functions would

have to be made up when she came back.

Deb stated that this was ridiculous and asked if Doug Briggs did not understand the financial cost, never mind Cheryl being out again a long period of time.

Margaret stated that she could not understand why Doug was so adamant about not issuing one check for this time. She said that Doug stated that the time was put in FY14's personal time, so therefore the money was there. She asked what the difference was in writing one check to cover the time or six smaller checks.

Paula Dowd asked Margaret to write an impact statement that would be given to Doug Briggs. She asked Paula Kuehl to collaborate with Margaret.

Kate stated that any letter to Doug Briggs would be futile.

Joe stated that a letter should be sent to the Selectmen to inform them of the situation.

Deb asked if the Selectmen even knew about the issue.

Paula Kuehl stated that the Trustees should send letters addressed to each Selectman.

Kate stated that the Trustees could then follow up with them later.

Paula Dowd asked Margaret to draft a letter to be sent to the Selectmen.

Paula Dowd asked if Cheryl had figured out if the printer up stairs had a scanner.

Cheryl stated that it did and that a volunteer had set it up for her. She had already used it.

Paula Dowd asked Cheryl if she had checked on the cost of a new drum for the printer.

Cheryl stated that she had not, but the printer was still working. She said that she would look into the warranty/cost.

Paula Kuehl gave the Treasurer's Report. She stated that no checks had been written. The checkbook was balanced. She said that she had contacted Edward Jones about the debit card fee and was told that a debit card had been issued for the trust fund account with Paula Dowd's name on the card. She went on to say that that card had been mailed to the Library and had been given to her.

Paula Dowd stated that she wanted the card cancelled and cut up.

Cheryl stated that she had been cleaning out her desk drawer and found the debit card that was supposed to have been cut up.

Paula Dowd stated that Cheryl should cut it up, because the account had been closed.

Paula Kuehl stated that when preparing the figures for the Town Report she had found last year's Trust Fund figures to be incorrect. She had thought that it may have been a typo.

She gave Cheryl a copy of the Trust Fund Report to be submitted.

Kate made a motion to accept the Treasurers Report. Joe seconded the motion. All were in favor.

Cheryl gave her Directors Report (see attached).

Cheryl stated that the FY14 budget was on track. She said that she had received, from Paula Dowd, Doug Briggs' email regarding the Advisory Board not being in favor of the Library adding a staff member to the FY15 budget. Cheryl continued by stating that no other department had ever been asked to make a part time position 19 hours. She said that she contacted all the Department Heads and they had all told her that all their part time workers were 20 hours. Cheryl stated that she felt that this was one more thing that was just being asked of the Library. She repeated the need for this position.

Paula Dowd asked Cheryl if a meeting between the Advisory Board, Cheryl, and the Trustees would be helpful.

Kate stated that the patron count should be sufficient to prove the need.

Paula Dowd asked Margaret to contact the Advisory Board and set up a meeting as soon as possible. She also asked Margaret to send a packet containing information pertaining to the need of a part time staff member once a meeting had been set.

Kate asked about cameras in the Library.

Cheryl stated that the Library did not have cameras yet. The only camera is outside that the Town put up for Winchester Park.

Kate stated that she could see an argument against adding staff if the Library had cameras.

Cheryl discussed the water damage which had occurred on January 3rd. She stated that she would like to write to the Advisory Board to request a payment of \$2500.00 for the insurance deductible.

Margaret made a motion that Cheryl write to the Advisory Board requesting that the Town pay the insurance deductible of \$2500.00 for the water damage claim.

Kate asked where the money for the deductible would come from if the Advisory Board did not ok payment.

Paula Dowd stated that the Library would have to come up with the money.

Deb seconded the motion. All were in favor.

Margaret stated that she had talked to Doug about new Library computers. She said that he had stated that the Town had a contract with Guardian; therefore, all new computer purchases had to go through them. She went on to say that the reason being that then Guardian was responsible for maintaining the Town's computer under their service contract. She said that she did not understand this logic. The current Library computers had not had any problems using the Towns internet service. She said that she could understand having one company being responsible for servicing the computers.

Margaret asked Sylvia if she could get a quote from Guardian for 5 administrative computers. Cheryl had emailed specs to Sylvia on January 30th.

Paula Dowd explained to the Trustees why Guardian had to provide new computers. She went on to discuss the

Towns contract and service agreement. She stated she would get a copy of both for Cheryl.

Paula Dowd asked Cheryl if Sylvia had received the information she had been looking for in the 1905 Town Report.

Cheryl stated that the Town Lawyer, Deb Phillips, had come in. She had found what she needed and Cheryl had made copies for her.

Cheryl stated that two of the Library passes were up for renewal. Davis Farmland at a cost of \$349.00 per year and Massachusetts Parks at a cost of \$35.00 per year.

Deb made a motion to pay \$349.00 for Davis Farmland pass and \$35.00 for the Massachusetts Park pass.

Paula Dowd seconded the motion. All were in favor.

Cheryl stated to the Board that if they wanted any change in the Library's Town report statement it had to be by February 6th.

Cheryl stated that Margaret and Kate were up for election. The Town caucus would be held on Monday, February 22nd in the Community Room at 7:00 P.M. If either was not going to run they should let Linda Ramsdell know as soon as possible.

Kate stated that she was not up for election until 2015. She would contact Linda this week to see what was going on.

Cheryl stated that she would be taking two vacation days February 27th and 28th.

Joe made a motion to adjourn the meeting.

Paula Kuehl seconded the motion. All were in favor.

Next Trustees meeting will be March 4, 2014. Meeting ended at 5:01 P.M

Attachments:

Director's Report

Letter to the Selectmen